

U.S. Mission - American Embassy Madrid, Spain

VACANCY ANNOUNCEMENT

No. 25-20

RESOURCE COORDINATION SPECIALIST

September 16, 2020

U.S. Mission: Madrid, Spain
Announcement Number: 25-20
Position Title: Resource Coordination Specialist
Opening Period: September 16, 2020 – September 30, 2020
Series/Grade: LE-10 or FS-5
Salary: LE-10: 52,183€ p.a.
FS-5: \$63,848 p.a. salary determined by Washington D.C.
For more Info: Madrid_HR_Applications@state.gov
Who may apply: All Interested Applicants / All Sources

Please go to section on “How to apply”. Instructions must be strictly followed. Applicants must submit a DS-174

Security Clearance Required: Local Security Certification or Public Trust
Duration of Appointment: Indefinite subject to successful completion of probationary period
Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply

Summary: The U.S. Mission in Madrid is seeking eligible and qualified applicants for the position of **Resource Coordination Specialist**.

The work schedule for this position is: Full Time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time (generally 1 week) of receipt of agency authorization and/or clearance/certification) or their candidacy may end.

Supervisory Position: Yes

Duties: The Resource Coordination Specialist works under the direct supervision of the Counselor for Public Diplomacy (PD) (or CPD designee) and supervises one Resource Coordination Assistant. The Resource Coordination Specialist is the leading Public Diplomacy Locally Employee (LE) Staff responsible for the financial, program, human, and property resources that support PD projects and programs countrywide. Oversees use of multiple and diverse funding streams and ensures their compliance with all relevant U.S. Government (USG) regulations and Spanish laws. Serves as primary liaison for the PD Section with the Financial Management Office and other elements of the Management Section. Coordinates resources for Embassy Madrid and Consulate General Barcelona constituent posts with regional bureau and other Washington elements.

Qualifications and Evaluations:

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Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: University Degree in Business Administration, Financial Management, Organizational Management, Accounting, Public Administration, or local equivalent field is required.

Requirements:

Experience: A minimum of three years of progressively responsible experience in a major organization in budget, accounting, business administration, financial management, organizational management, public administration, program/project management, or grants management work is required.

Job Knowledge: Comprehensive knowledge of Spanish geography, infrastructure, government institutions, and common business and banking practices is required. General understanding of regional, ethnic, socio-economic, cultural, and linguistic factors and the influence of religious, cultural, and educational institutions as they relate to perceptions of the United States is required. Knowledge of customer service in Spain is required. Must have an understanding of communications in Spain and the international information environment as it affects Spain and must be familiar with digital practices and procedures.

Evaluations:

Language: Level 4 (fluent) of English speaking/reading/writing. Level 4 (fluent) of Spanish speaking/reading/writing. This may be tested.

Skills and abilities:

Analytic skills: Must have strong analytic skills to manage funding from multiple sources, each with differing requirements for purpose, oversight, and accounting. Must be able to accurately assess resource challenges and identify solutions, including those that address sensitive resource challenges.

Communication / Interpersonal skills: Must have excellent customer relations, interpersonal, and cross-cultural communication skills. Must have excellent written and oral communication skills, including writing reports in English and Spanish. Must be able to work effectively with Mission personnel and Spanish institutions on PD operations and resources, including sensitive or contentious financial topics.

Management Skills: Strong management skills are required, including the ability to develop and oversee project budgets. Ability to organize logistical support for professional and cultural projects such as workshops, seminars, digital video conferences, panel discussions, lectures, and camps is required. Must be able to conclude agreements with partner institutions and manage their fulfillment.

Technical skills: Good keyboarding and data entry skills are required, excellent familiarity with electronic discovery tools, in particular the internet, and standard information retrieval practices and procedures is required. Thorough detailed knowledge of and ability to use various computer software programs, specifically Microsoft Word, Excel, and databases. Must have excellent numerical skills to be able to manipulate numbers with speed, and to develop, manage, and monitor PD budgets.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

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HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

Additional selection criteria

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR (Ordinarily Resident) employees serving a probationary period are not eligible to apply. Current OR employees with a MBC rating below 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR (Not Ordinarily Resident) employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment unless they have a When Actually Employed (WAE) work schedule.

How to Apply: Applicants must submit a Universal Application for Employment (DS-174) which is available on the website <https://es.usembassy.gov/embassy-consulates/jobs/> to Madrid_HR_Applications@state.gov. To apply for this position, applicants should electronically submit the documents listed below. All candidates must be able to obtain and hold a Local Security Certification or Public Trust, Secret security clearance.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit

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- Passport or DNI copy
- Degree

If applicable, for U.S. Veterans and former U.S. Government employees

- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

If candidate is asked to an interview, please also provide:

- Letter(s) of recommendation
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained in the website of the Embassy <https://es.usembassy.gov/embassy-consulates/jobs/>

Thank you for your application and your interest in working at the U.S. Mission in Madrid, Spain.

HR: SMagarian
FMO: WBellamy

PD: JMellott